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DDA 84-0046/4
3 February 1984

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending
3 February 1984

1. Progress reports on tasks assigned by DCI/DDCI:

None.

2. Items/events of interest:

a. As part of the Defense Intelligence Analysis Center (DIAC) Move Plan, all new Project SAFE hardware scheduled for delivery to the DIAC has arrived. This equipment includes storage units, a large central processor, and other pieces of equipment.

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e. On 30 January members of the Real Estate and Construction Division, Office of Logistics, met with Mr. William Jenkins, Director of Real Estate Division, GSA, to request their assistance in arranging a meeting between our representatives and the building owners to discuss measures to improve security controls at these buildings. GSA holds the leases on Agency-occupied space in these buildings. Mr. Jenkins was very sensitive to our concern and has agreed to arrange the meeting as soon as possible.

f. The printing of the Congressional Budget Justification Books was completed on 1 February 1984.

g. Chief, Psychiatric Operations Division, Office of Medical Services, traveled to Philadelphia during the period 27 - 29 January to attend a seminar on "The Use of Hypnosis in Treatment." While there, he had discussions on the operational applications of hypnosis and polygraphy with the recognized authority in the field.

h. The Office of Personnel is establishing a task force to develop a clearly stated Agencywide policy governing dual careers. The objective is to cover all employment issues related to Agency employed couples, including the WAE (When Actually Employed) program and practices governing the "hiring" of such spouses overseas.

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j. As of 1 February there were [] cleared Career Trainees and [] more in process. The next Career Trainee class is scheduled to begin on 12 April.

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k. As a part of the Office of Security initiative to enhance the physical security of Agency buildings, representatives of the Offices of Security and Logistics met with GSA officials regarding Ames and Key Buildings. Discussions focused on the possibility of establishing controlled parking at these buildings.

25X1 1. The Executive Development Core Course for newly
25X1 promoted SIS-01 officers will convene at the [redacted]
Facility on 13 February. [redacted] y promoted in
January will attend, plus five officers from the July 1983
promotion group. The Course includes many practical exercises
and was influenced by Peters' and Waterman's In Search of
Excellence, which is being provided as part of the precourse
reading. The course ends with a presentation to the DDCI of
long range goals and objectives.

3. Significant activities anticipated during the coming week:

a. On Tuesday, 7 February, SH&G contractors will meet with the DDA, ADDA, and Office of Logistics representatives regarding improvements to be made now to the North and South Cafeterias and what new requirements will be needed after the addition of the new building.

25X1 b. The DDA; [redacted] Deputy Director for Resources
25X1 and Systems, DIA; and [redacted] Director, Intelligence
Community Staff; will visit the Defense Intelligence Analysis
Center on Wednesday, 8 February.

25X1 c. On 9 February, the DDA; Chief, New Building Project
Office; and [redacted] Office of Legislative Liaison, will
meet with Senator John Warner concerning the new Headquarters
building status and Arlington Hall Station.

d. On Friday, 10 February, the DDA will host a coffee
and introduce National Black History Month guest speakers Floyd
and Jacqueline Dickens, authors of The Black Manager.

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Harry E. Fitzwater

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